

State of Hawaii
Department of Public Safety
Corrections Division
Corrections Program Services Division

Addendum B

May 15, 2014

to

**Request for Proposals
RFP No.: PSD 14-COR-42
DOMESTIC VIOLENCE
INTERVENTION SERVICES FOR
INMATES ON THE ISLAND OF MAUI**

May 15, 2014
ADDENDUM NO. B

To

REQUEST FOR PROPOSALS
RFP No.: PSD 14-COR-42
DOMESTIC VIOLENCE INTERVENTION SERVICES FOR INMATES ON THE
ISLAND OF MAUI

The Department of Public Safety, Corrections Division is issuing this addendum to RFP Number PSD 14-COR-42, Domestic Violence Intervention Services for Inmates on the Island of Maui for the purposes of:

- ☒ Responding to questions that arose at the orientation meeting of May 13, 2014 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☒ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☐ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

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RFP No.: PSD 14-COR-42, DOMESTIC VIOLENCE INTERVENTION SERVICES
FOR INMATES ON THE ISLAND OF MAUI is amended as follows:

Subsection Page

Section 1, Administrative Overview

No changes

Section 2, Service Specifications

2.4 A.11. 2-6

Amending "Applicant shall state its willingness and ability to ***openly communicate*** with the staff at Hawaii Community..." to "Applicant shall state its willingness and ability to ***openly communicate*** with the staff at Maui Community..."

Section 3, Proposal Application Instructions

3.5.11. 3-6

Amending "Applicant shall state its willingness and ability to ***openly communicate*** with the staff at Hawaii Community..." to "Applicant shall state its willingness and ability to ***openly communicate*** with the staff at Maui Community..."

Section 4, Proposal Evaluation

No changes

Section 5, Attachments

No changes

Responses to Questions Raised by Applicants for
Domestic Violence Intervention Services for Inmates on the Island of Maui
RFP No. PSD 14-COR-42

Question No. 1: If I understand the ratio, if there are only 8-10 inmates that are referred, our budget will only allow one GF. Will MCCC supply one of their staff to be present in the room during the session? We would prefer to have two GF present but the amount of funds provided does not allow for that staffing ratio if there are 16 or fewer clients.

Response No. 1: MCCC will NOT supply one of their staff to be present in the room during the session.

2.4 Scope of Work, A. Service Activities, says the following:

"8. Applicant shall state its level of ability to provide groups that do not exceed 8-10 inmates per facilitator, unless specifically noted in curriculums used by the program."

The Applicant needs to CLEARLY state their proposed staffing ratio with the amount of funds provided in the written proposal response to this RFP.

Question No. 2: When would the provider need to complete the Volincor Training requirement? First quarter of the contract?

Response No. 2: The Vendor (contract awardee) would need to complete the Volincor Training requirement as soon as possible. The Vendor (contract awardee) would need to coordinate the Volincor Training dates/times with the MCCC Corrections Supervisor.

Question No. 3: Page 2-11 #7 Reporting Requirements: In Section #2, it states Monthly Reports including expenditures are to be submitted no later than the 10th of each month. It is very difficult to get expenditure reports submitted at that time as not all expenses are even posted.

Response No. 3: The Vendor (contract awardee) would need to do its best to complete the monthly "activity" reports. The Vendor (contract awardee) will need to communicate with the MCCC Corrections Supervisor and PSD's Contracting Office on the necessary monthly reports, and any issues or concerns related to the submittal of monthly reports.

Question No. 4: Same page and #7 section 4 it states that quarterly line item expenditure reports are due no later than 30 days after the close of each fiscal quarter. Is the DPS asking for two different expenditure reports? The deadline of 30 days is realistic.

Response No. 4: The Vendor (contract awardee) would need to complete a separate "quarterly" line item expenditure report. The Vendor (contract awardee) will need to communicate with the MCCC Corrections Supervisor and PSD's Contracting Office on the necessary expenditure reports, and any issues or concerns related to the

submittal of expenditure reports.

Question No. 5: What components are you looking for in a Letter of Agreement or is this similar to a Letter or Support?

Response No. 5: The Department would like to see evidence of an established working relationship with various profit or non-profit agencies in the community (e.g. employment services, substance abuse treatment, HPA, etc.) and government agencies.

Question No. 6: For Same page, B Experience. Maui has not had the opportunity to provide this service as it was never offered. However, PACT on Oahu has provided services to inmates. Will you accept this experience in this RFP? Would you accept employee experience if they provided similar services when they worked for another agency.

Response No. 6: The section that this question refers to, says the following:

“...For those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:

- 1. The reasons why the exception is being requested....*
- 2. The qualifications and experience of the organization in providing services for other related state programs in the past.*
- 3. Description of the activities performed to date...”*

PSD cannot respond “yes” or “no” to the question in regards to what experience the PSD will accept. The RFP review panel will provide scores. The Applicant needs to CLEARLY state its experience(s) in the written proposal response, as it relates to this RFP.

Question No. 7: Page 2-8, please specify if you want us to include the Xxxxx (DVI) Org Chart and the whole Org Chart as well as the Total Xxxxx Org Chart.

Response No. 7: The Applicant needs to provide enough information for the RFP review panel to have a CLEAR understanding of the proposed staffing and organization, as it relates to the proposed DVI services.

Question No. 8: Any page limitation for the RFP?

Response No. 8: There is no page limitation for the RFP. The Applicant needs to provide the RFP review panel a CLEAR understanding of its proposed services, staffing, costs, etc.

Question No. 9: Will the provider or MCCC be responsible for setting the time of the classes as that may make a difference to which Group Facilitators can be part of this program?

Response No. 9: MCCC's Corrections Supervisor will coordinate the time of the classes with the Vendor.

Question No. 10: Where would the classes be held? We are familiar with MCCC and

either a classroom or the visitation room would be most appropriate.
The dorms are not appropriate for this type of group.

Response No. 10: The Vendor (contract awardee) would coordinate with the MCCC's Corrections Supervisor, on a location for the classes. It is preferable to the MCCC Corrections Supervisor, that the classes be held in the education room or central visit area.

Question No. 11: Outcome Measurements –

- a.1 RFP page 2-9, item 4 Output and performance/outcome measurements seems to list only output measures. Does the Department of Public Safety (DPS) have uniform outcome measurements that applicants should respond to?

Response No. 11a.1: No, PSD does not have uniform outcome measurements.

Question No. 11a.2: Or are applicants expected to articulate the outcomes (changes in knowledge, attitude, behavior) themselves.

Response No. 11a.2: Yes, the Applicant is expected to articulate the outcome measurements.

Question No. 11b: In addition, the sample table of contents, p. ii, in RFP Section 5 Attachments, lists Performance and Output Measurement Tables A, B, and C. Does DPS require applicants to submit Tables A, B, and C? If so, does DPS have templates for these tables?

Response No. 11b: No, PSD does not have a template. PSD will work with the Provider (contract awardee) in regards to this.

Question No. 12: Pricing and Compensation Structure –

Please clarify or further explain the “unit of service pricing structure” (RFP page 2-12), which seems to be contradicted by Item C on page 2-12 which states “Payment to the Applicant shall be made on a reimbursement basis for direct services upon receipt of” This statement in Item C appears to be more in keeping with a fee-for-service pricing structure.

Response No. 12: "Unit of service price structure": The Applicant will need to propose to PSD, "HOW" they will invoice the PSD: Per group session per 15 minute increments? Per group session per 30 minute increments. PSD will only pay for services rendered (reimbursement basis for direct services). PSD does not pre-pay for services that are "expected" or "planned." PSD will ONLY REIMBURSE for services that have ALREADY BEEN PROVIDED.